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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | | | | |
| DETAILED BUDGET FOR INITIAL BUDGET PERIOD | | | | | | | | FROM (MM/DD/YYYY) | | THROUGH (MM/DD/YYYY) | | |
|  | |  | | |
| PERSONNEL | | | |  | % |  | DOLLAR AMOUNT REQUESTED *(omit cents)* | | | | | |
| NAME | | ROLE ON PROJECT | | TYPE APPT. *(months)* | EFFORT ON PROJ. | INST. BASE SALARY | SALARY REQUESTED | | FRINGE BENEFITS | | | TOTAL |
| John Smith, MD | | Principal Investigator | | 12 | 10 | 100,000 | 0 | | 0 | | | 0 |
|  | |  | |  |  |  |  | |  | | |  |
|  | |  | |  |  |  |  | |  | | |  |
|  | |  | |  |  |  |  | |  | | |  |
| SUBTOTALS | | | | | | |  | |  | | |  |
| EQUIPMENT *(Itemize)* | | | | | | | | | | | |  |
| SUPPLIES *(Itemize by category)* | | | | | | | | | | | |  |
| TRAVEL (*Only travel necessary to complete the research project is allowable)* | | | | | | | | | | | |  |
| PATIENT CARE COSTS | INPATIENT | |  | | | | | | | | |  |
| OUTPATIENT | |  | | | | | | | | |  |
| OTHER EXPENSES *(Itemize by category)* | | | | | | | | | | | |  |
| COSTS FOR BUDGET PERIOD | | | | | | | | | | | $ |  |

*The following is a* ***BUDGET JUSTIFICATION*** *format sample.*

**Principal Investigator:** Applicant Name, Title, (FTE)

**Research Personnel:** Name, Role (FTE) Example: Sarah Smith, Research Assistant (0.20 FTE)

**Fringe Benefits:** Please consult your Research Administrator for your EXACT fringe benefit rate.

**Equipment:** Equipment purchases are discouraged on Pilot Awards. Please contact the PGP to request an exception.

**Supplies:** Research supplies necessary for pursuit of research. Supply purchases should be related to your research and should be purchased at least 60-90 in advance of your project end date.

**Travel:** Travel is NOT an allowable expense on Pilot Grants unless it is specifically related to the conduct of the research project itself.

**Patient Care Cost:** Patient Care costs (whether inpatient or outpatient) require IRB approval of Human Subject Research. Please use <http://www.med.umich.edu/irbmed> to begin an IRB application. Funding will not be released until IRB approval is granted and the approval letter forwarded to the PGP.

**Other Expenses:** Other costs related to the research project that have not been indicated in the one of the above categories may be subject to approval by the PGP.